

BRA EMPLOYMENT OPPORTUNITY		PLEASE POST!!
TITLE: ASSISTANT PLANNER	JOB VACANCY POSTING NO.	7-05
	POSTING DATE:	2/17/05
EMPLOYMENT STATUS: BRA Development Program Employee (See Definition on Reverse)	EXTERNAL DATE:	3/3/05
DEPT/DIV: COMMUNITY PLANNING/PLANNING	POSITION FILLED:	
	DATE:	
	NAME:	

SUMMARY: Under direction of Deputy Director for Community Planning, assist with planning initiatives, conduct planning research, studies and neighborhood profiles; assist with community outreach process; conduct research to assist planners with recommendations to Zoning Board of Appeal (ZBA); assist in the preparation of documents for submission to the BRA Board and Zoning Commission.

Provide assistance to Deputy Director and Senior Planning staff in carrying out planning initiatives for Boston's neighborhoods, the downtown and the waterfront. Conduct research in support of planning initiatives. Organize data pertinent to projects in the areas of land use, urban design, transportation, economic development, housing, environmental issues, and community services. Conduct site visits to gather information on land use and existing conditions, including digital photographs.

As assigned, participate in community outreach to solicit input from neighborhood groups, business organizations, civic associations, and other government agencies. Assist deputy director and senior planning staff in all aspects of community outreach process, including meeting preparation, document preparation, distribution and mailings, room reservation, attendee confirmation, and meeting minutes. Maintain and utilize database software to assist in community outreach.

Assist department planners by conducting research, visiting sites, and gathering information on land use and existing conditions for their use in drafting recommendations to the Zoning Board of Appeal (ZBA).

Prepare profiles of Boston's neighborhoods by gathering data on demographics, land use, economic development, business patterns, residential stock and other information.

Assist the Deputy Director for Zoning and zoning staff in developing and preparing documents for submission to the Zoning Commission. Research zoning information.

Draft letters for supervisor as assigned.

Research and prepare written and oral presentations, including graphic information.

Ensure that response to public questions, needs or concerns is prompt and accurate.

Maintain and update current knowledge of existing and proposed zoning regulations affecting neighborhood districts.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Bachelor's degree in urban planning or related fields, related experience in urban planning, zoning administration, historic preservation, or public administration preferred. Familiarity with physical aspects and historical traditions of Boston's neighborhoods is desired. Must have excellent written and oral communication skills. Proficiency in Microsoft Word, Excel, PowerPoint, Access and Outlook highly desired.

GRADE: 15

HIRING RANGE: \$35, 176.03 - \$41, 510.81

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114

E-Mail: hr.bra@ci.Boston.MA.US **Fax:** 617-918-5458

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.

RESOLUTION ADOPTED BY THE
BOSTON REDEVELOPMENT AUTHORITY
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.